

Open Enrollment 2013

Enroll Online Oct. 29
to Nov. 19 at noon EST








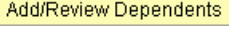

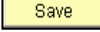


www.in.gov/spd/openenrollment
@INSPDBenefits on Twitter



INVEST IN YOUR HEALTH

Quick Step Guide

Below are the steps to follow to enter benefits enrollment selections for State of Indiana benefits eligible employees. It is important to read and follow all open enrollment instructions carefully.

1.	Log onto your PeopleSoft INSTEP State Employee Portal account using the PeopleSoft link: https://hr85.gmis.in.gov/hr91prd/signon.html If you do not have your PeopleSoft User ID and Password , please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.
2.	On the main page, locate the Open Enrollment Elections section, and click the Enter Elections  button.
3.	Review your personal information in the Personal Information Summary. If you need to add or update: <ul style="list-style-type: none"> your home or mailing address, click the blue Change home/mailing addresses button; your phone numbers, click the blue Change phone numbers button; your emergency contacts, click the blue Change emergency contacts button; your email addresses, click the blue Change email addresses button Click the Save  button and the OK  button after each change. After all information has been updated, click the Return to Personal Information Return to Personal Information link to return to the Personal Information Summary page. Note: If any changes to marital status, employee information, or ethnic groups are required, contact your agency human resources department, so they may update their records.
4.	Click the Proceed to Benefits Enrollment  button.
5.	Click the Select  button to make your Open Enrollment benefits elections.
6.	Click the Edit  button next to Medical.
7.	Click the Option  button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the Waive option.
8.	Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll checkbox is marked. To add or make changes to dependents, click the Add/Review Dependents  button. To add a dependent, click the Add a dependent or beneficiary Add a dependent or beneficiary link. To make changes to a dependent, click on their name and then the Edit  button. After all changes are completed, click the Save  button, click the Return to Enrollment Dependent/Beneficiary Summary Return to Enrollment Dependent/Beneficiary Summary link, and click the Return to Event Selection Return to Event Selection link. Not entering a Date of Birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; DO NOT add/duplicate information to correct/change relationship or status.
9.	When finished, click the Update Elections  button to review your election information. Click the Update Elections  button to return to the plan summary page. (Employees selecting a CDHP will have to verify eligibility by reviewing the requirements and selecting the Yes or No button).

10.	<p>If you selected a Consumer Driven Health Plan (CDHP), click the Tower Bank Tower Bank link to complete the Towerbank application. The employer code is 100366. You will need the social security numbers and birthdates of all beneficiaries and authorized signers.</p> <p>On the same page go to the “Select an Option” section and choose which HSA plan you wish to enroll and enter your <u>annual</u> contribution to your HSA (if any) in the “Total Employee Elected Contribution Amount” box.</p> <p>When finished, click the Update Elections Update Elections button to review your election information. Click the Update Elections Update Elections button to return to the Open Enrollment page.</p>
11.	Repeat steps 6 – 9 to select Dental and Vision plans.
12.	Click the Edit Edit button next to Medical Spending Account. Click the Option Option button if you wish to enroll.
13.	Enter the amount you wish to contribute into the Annual Pledge field. If you need help figuring out how much to contribute, PeopleSoft can help by clicking the Worksheet Worksheet link.
14.	When finished, click the Update Elections Update Elections button to review your election information. Click the Update Elections Update Elections button to return to the Benefits Enrollment page.
15.	Repeat steps 12 – 14 to enroll in the Dependent Spending Account
16.	Click the Edit Edit button next to Basic Life. Select the Option Option button to enroll.
17.	<p>Scroll to the bottom of the page to review your beneficiary information. Click the Add/Review Beneficiaries Add/Review Beneficiaries button to make any changes.</p>
18.	<p>Review the Primary and Secondary beneficiary allocations. Click on the Beneficiaries name to update their information, Click the Edit Edit button and make changes. Click the Return to Dependent/Beneficiary Summary Return to Dependent/Beneficiary Summary when complete.</p>
19.	When finished, click the Update Elections Update Elections button to review your election information. Click the Update Elections Update Elections button to return to the Benefits Enrollment page.
20.	Repeat steps 16 – 19 to enroll in Supplemental Life.
21.	Click the Edit Edit button next to Dependent Life. Click the checkboxes <input type="checkbox"/> next to each dependent’s name to enroll them in the plan.
22.	When finished, click the Update Elections Update Elections button to review your election information. Click the Update Elections Update Elections button to return to the Benefits Enrollment page.
23.	To submit your elections, click the Submit Submit button.
24.	Click the I Accept option to accept or I Decline option to decline for the Non Tobacco Use Agreement .
25.	Click the Payroll Deduction Authorization checkbox <input type="checkbox"/> to authorize your deductions.
26.	Click the Submit Submit button.
27.	Click the OK OK button.
28.	<p>If properly completed, the Benefits Enrollment page will show the Event Status as Submitted. Click the Election Summary Election Summary and a new screen summarizing your benefit elections will generate. Review your elections carefully. If the Election Summary Election Summary reflects your desired elections, click the Print Print button and keep a copy of your elections for your permanent records.</p> <p>If you need to make any changes by clicking the Select Select button on the Benefits Enrollment page and following the above steps. Once elections are correct: ensure the Event Status shows Submitted and click the Print Print button and keep a copy of your elections for your permanent records.</p>
29.	End of Procedure.

Pease contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free to 1-877-248-0007. Employees within the Indianapolis area 317-232-1167.